



JFHQ, HUMAN RESOURCE OFFICE
MARYLAND NATIONAL GUARD
FIFTH REGIMENT ARMORY
BALTIMORE, MARYLAND 21201-2288

(410) 576-6052, (410) 576-6108

You may email application/resume to HROJOB@mdbalt.ang.af.mil
MDNG Vacancies: <https://www.md.ngb.army.mil/HRO/hindex.htm>



VACANCY ANNOUNCEMENT NUMBER	#07-146
POSITION:	Human Resources Assistant (Military), GS-0303-05 PD#: 70543 SALARY: GS-05: \$30,386 to \$39,501 (Steps 1-10) per annum and full range of benefits. Relocation expenses will not be paid.
DUTY LOCATION:	Joint Forces Headquarters (ARP) Fifth Regiment Armory 29th Division Street Baltimore, MD 21201
OPEN PERIOD:	OPENING DATE: 19 June 2007 CLOSING DATE: 19 July 2007 For detailed information on the application process please see last page of this announcement: APPLICATION INSTRUCTIONS AND GENERAL INFORMATION.
WHO MAY APPLY:	INDEFINITE This is an Excepted (Dual Status) Maryland Army National Guard Technician position open to current enlisted Maryland Army National Guard and those eligible for membership.
DUTIES:	Performs detailed regulatory and procedural review, and processes a variety of routine military human resource transactions which may include but are not limited to: accessions, promotions, transfers, boards, incentives, training, and personal recognition of enlisted and officer personnel in the National Guard. Interviews personnel, as required, to obtain data needed to complete actions. Insures that records are complete and accurate and approves routine clear-cut actions. Receives documentation on military personnel transactions from lower echelons. Dates and logs in documentation to maintain an audit trail for all transactions. Examines documentation and distributes by interoffice routing to the other work centers those documents that require review by that area of assignment prior to input. Performs other duties as assigned.
QUALIFICATIONS REQUIRED:	<u>General Experience:</u> Clerical or administrative experience, education, and/or training which has provided the candidate with the ability to search for and compile information/data, process documents, and provide information about regulation, procedures, and programs. <u>Specialized Experience:</u> Must possess six (6) months of the following type of experience: experience in one or more areas of personnel operations; experience in personnel working in making person-to-person contacts to explain regulatory, procedural, and policy requirements; experience in processing various personnel forms, records, and reports; administrative or technical work that involved preparing non-routine correspondence, reports, instructions, etc. <u>Physical Effort:</u> Requires moderate physical effort. May be required to lift equipment up to 20 pounds. Uses materials handling equipment for heavier items. <u>Military Compatibility:</u> Prior to appointment to this position the selectee must be qualified for, or assigned to a compatible military position in one of the following DMOS/DAFSC specialties: 42A, 42F, 42L
BASIS FOR RATING:	<u>Substitution Of Education for Specialized Experience:</u> A maximum of six (6) months of the required experience may be substituted by successful completion of undergraduate study in an accredited college or university at the rate of one academic year of study. The education must have been in fields directly related to the type of work of the position such as English composition, business, psychology, speech, journalism, or other courses pertinent to skill in written or oral communication with at least 6 semester hours in the subjects. APPLICANTS WHO ARE SUBSTITUTING EDUCATION FOR SPECIALIZED EXPERIENCE (TOTALLY OR PARTIALLY) MUST INCLUDE EITHER AN OFFICIAL COLLEGE TRANSCRIPT; OR STATEMENT FROM THE REGISTRAR, DEAN, OR OTHER APPROPRIATE OFFICIAL OF THE COLLEGE OR INSTITUTION.

TECHNICIAN VACANCY ANNOUNCEMENT #07-146

KSA's (Knowledge, Skill, & Ability)	<p>Applicants meeting the basic qualifications may be further rated and ranked on their experience related to the knowledge, skills and abilities (KSA's) stated below. These KSA's are essential for successful performance in the position. Each applicant should fully explain on their resume or application or on a separate attachment how they meet each KSA listed below: Address the following factors in detail; giving dates of experience and in what position the experience was gained. This information is used only for ranking and rating of applicants and not used for qualifying applicants. Resume must reflect applicable experience.</p> <p><u>KSA's GS-05:</u></p> <p>(a) Ability to communicate both orally and in writing; (b) Skill in gathering information, data and preparing reports; and (c) Knowledge of procedural processing of personnel transactions.</p>
NOTE	<p><i>SPECIAL NOTE: BASED UPON THE DECISION OF THE INCUMBENT TO EXERCISE THEIR RE-EMPLOYMENT RIGHTS, SELECTION MAY BECOME PERMANENT WITHOUT FURTHER COMPETITION. IF SELECTED, YOU WILL BE APPOINTED AS AN EXCEPTED INDEFINITE TECHNICIAN. THE SELECTEE MAY BE REQUIRED TO VACATE THE POSITION IF THE INCUMBENT RETURNS.</i></p>

TECHNICIAN VACANCY ANNOUNCEMENT #07-146
APPLICATION INSTRUCTIONS AND GENERAL INFORMATION:

When this announcement closes, each application will be evaluated. The Human Resources Office (HRO) will compare your experience with a standardized set of qualification criteria (Specialized Experience) for the particular position being announced. If there is more than one grade listed on this announcement, you may be found qualified at one of those grades according to the experience you have listed (see first page under "SPECIALIZED EXPERIENCE"). If your application is found qualified, it will be rated accordingly and will be forwarded to the selecting supervisor, up to ten qualified applicants. If found not qualified, you will receive a letter indicating that you were "not qualified" and the reason(s) why. You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you that your application is incomplete. When the qualification records are completed for the selecting supervisor, the decision is final. **YOU MUST REVIEW THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION/RESUME PROPERLY.**

At a **minimum**, your application (a resume or OF 612) must include the following information:

1. A typed or neatly printed detailed narrative of your employment history is required.
2. Announcement number and title of the position for which you are applying.
3. Your full name, mailing address, appropriate phone numbers, Social Security Number and date of birth.
4. A detailed narrative of your work experiences (paid or unpaid), training, education, and/or other information that relates to the specialized experience stated on the vacancy announcement. Use complete dates (mm/yyyy) to indicate each amount of experience you have. Include pertinent military experiences and describe duties in detail. You may use continuation pages to include all related experience. Ensure that both military and civilian experiences are fully described, to include time frames. Include your military rank, civilian/federal grade, Company/ unit of assignment, and Title/ MOS/AFSC. List your position title, Federal grade/ step, supervisor, phone numbers, dates you have held each job and a detailed duty description.
 - a. **DO NOT** use Appraisals or Appraisal Standards as proof of your experience. Do not include copies of military appraisals.
 - b. List your National Guard (traditional/M-day duties) separately from your other job experiences. List your position, unit of assignment, and MOS or AFSC, military grade, supervisor, phone numbers, dates you have held each job and a detailed duty description.
5. If you have completed any technical, military, or college courses, include copies (unofficial/ official) of your school transcripts with the application. This may assist you in using the Substitution for Education.
6. **WRITE A SUMMARY OF EACH KSA** (including from and to dates (mm/yyyy) for each KSA) **TO EXPLAIN HOW YOU MEET THEM.**
7. List all pertinent military schools and training completed. You may include your certificates of completion and any special licenses for possible credit towards qualifying.
8. Optional Form (OF- 306), Declaration of Federal Employment, may be attached to your application.
9. If mailing your application. **STAPLE** all documents together in one package. **DO NOT** use binders, folders or notebooks when you turn in your application. These items will not be returned to you. Applications/resumes that have been mailed in a U.S. Government envelope will not be accepted.
10. Please sign and date application if mailed, scanned or faxed.
 - a. The application must be received in the HRO not later than close of business (17:00 hours) on the closing date.
 - b. You may also fax your complete application to: (410) 576-6176, prior to the close of business at 17:00. The HRO is not responsible for incomplete faxes. Please contact HRO Main number (410) 576-6054 to ensure that your fax arrived and was complete.
 - c. You may also email your complete application to: HROJOB@mdbalt.ang.af.mil. You will receive a confirmation email. Submit your emails prior to 23:59 on the closing date. The HRO is not responsible for delays in the network processing your email.

SUBMIT YOUR APPLICATIONS TO: Human Resources Office
ATTN: HRO-Staffing Section
Maryland National Guard, Human Resource Office, JFHQ
29th Division Street Baltimore, Maryland 21201
410-576-6052 or DSN 496-6052

NOTES:

All employees must participate in Direct Deposit/Electronic Fund Transfer.

As a condition of employment, all National Guard Military Technicians are appointed in the excepted service under the authority of 32 U.S.C. 709, and are required to serve a one-(1) year trial period. This trial period is used to monitor the employee's job performance, personal conduct, and determine if they possess the qualities necessary for continued government service. Some Selectees' may have to serve another trial period if transitioning to another occupation series or entering into a supervisory position.

The HRO is responsible for notifying you that you were selected for the position. If you are selected, you will receive a letter in the mail from the HRO informing you of your in-processing date and a POC if you have questions.

Selected Reserve Incentive Programs: Applicants who are current recipients of an enlistment, reenlistment or extension bonus that accept a full time technician position will be terminated from bonus eligibility, with a possible recoupment action IAW your bonus contract. Please be advised to contact your Education/Retention Office for specific details regarding bonus recoupment prior to accepting a full time position with the MDNG.

OSHA Physical (for specified occupational series): Selectee(s) will be required to satisfactorily complete an OSHA physical examination prior to being assigned to some positions. Upon notification of selection, contact information will be forwarded to the selectee(s) requiring an OSHA physical because of the occupation series involved. Selectee' will be notified of a Start date upon successful completion of the OSHA physical.

IF YOU ARE NOT SELECTED FOR THE POSITION, the HRO will inform you that you were not selected. The HRO, may if requested, advise you of ways to improve your interview techniques or your application in order to enhance your opportunities for future vacancies. HRO Staffing section is available to give advice on how to build a better application/ resume.

EXPLANATION: An Excepted position is exempt from normal procedures used in hiring for Federal Civil Service in that applicants are neither formally tested nor obtained from a register. Excepted Technicians, during the course of employment, will receive the same benefits as all other Federal employees, including coverage under the Civil Service Retirement System or Federal Employees Retirement System. Excepted Technicians are required to wear appropriate military uniform, and must become active members of the Maryland National Guard.

THE MARYLAND NATIONAL GUARD IS AN EEO EMPLOYER: All applicants will be considered without regard to race, color, religion, national origin, age, sex, non-disqualifying physical handicap, except when the applicant involved is ineligible to become a member of the Army or Air National Guard because of regulatory restriction on age or sex (Excepted positions only). All announcements must be posted on Official MDNG unit/office bulletin boards, in a public area, until the closing date, at which time they may be filed or destroyed. Extra copies of all announcements are available at HRO. Call (410) 576-6054, or DSN 496-6054.